

Office of Policy and Plans

Office Work Instruction

Aeronautics and Space Report of the President

Approved by Lori B. Garver Associate Administrator Office of Policy and Plans

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	<u>Description</u>
Baseline		12/10/99	

1. Purpose

The purpose of this procedure is to comply with the National Aeronautics and Space Act of 1958 (as amended) requirement that the President submit annually to the Congress a comprehensive report of the U.S. Government's aeronautics and space activities during the preceding fiscal year. By agreement with the Office of Management and Budget, NASA has performed this function on behalf of the President since 1960.

2. Scope and Applicability

2.1 This OWI covers the compilation and publication by NASA of the annual Aeronautics and Space Report of the President, which is performed in The Office of Policy and Plans (Code Z). This OWI also applies to NASA Enterprises, which contribute to the report.

3. Definitions

- 3.1 Aeronautics and Space Report of the President. A comprehensive description, submitted annually by the President to the Congress and concurrently published by NASA, of the programmed activities and the accomplishments of all agencies of the United States in the field of aeronautics and space activities during the preceding calendar year, as well as an evaluation of such activities and accomplishments in terms of the attainment of, or the failure to attain, the objectives described in section 102(d) of the National Aeronautics and Space Act of 1958, as amended.
- 3.2 <u>FRC</u>. Federal Records Center, a unit of the National Archives and Records Administration.
- 3.3 NARA. National Archives and Records Administration.
- 3.4 OMB. Office of Management and Budget, a unit of the Executive Office of the President.
- 3.5 OSTP. Office of Science and Technology Policy, a unit of the Executive Office of the President.

4. References

4.1 42 U.S.C. 2473, National Aeronautics and Space Act of 1958, As Amended; Sect. 206 (a).

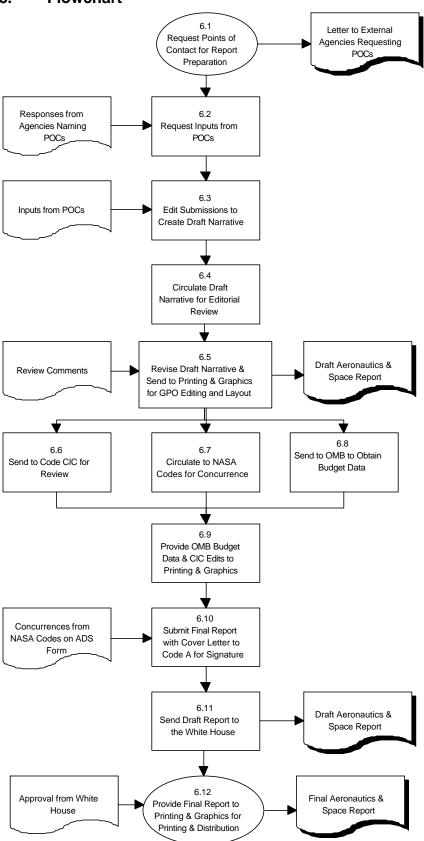
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NHB 1101.3, Sect. 425. 4.2

5. Flowchart



CHECK THE MASTER LIST at http://hqiso9000.hq.nasa.gov TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE HOWI1311-Z007fBaseline.doc

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6. Procedure

Step	Actionee	Action		
6.1	Policy Analyst	Requests points of contact (POCs) from participating NASA offices and outside Federal agencies having aeronautics and space activities. Sends letters to external agencies.		
6.2	Policy Analyst	Requests written input from points of contact.		
6.3	Policy Analyst	Once input is received, edits inputs for consistency in editorial style and basic content.		
6.4	Policy Analyst	Circulates draft narrative to all contributors for review and gets agreement on changes from relevant points of contact.		
6.5	Policy Analyst	Sends narrative to Headquarters Printing and Design Branch (Code CFP). The editor there will edit according to Government Printing Office style and the graphic artist will lay out the report, with a place holder for the budget data in the appendices.		
6.6	Policy Analyst	Sends draft report to the Administrator's Correspondence Unit (Code CIC) for final copy editing according to NASA correspondence style.		
6.7	Policy Analyst	Sends Action Document Summary (ADS) with a copy of the laid- out report, as well as the draft cover letter from the Administrator to the President, to each relevant Associate Administrator asking for his or her concurrence on the report. On each ADS, mentions the name of the relevant point of contact for each code so that each code's correspondence control person may check directly with that person.		
6.8	Policy Analyst	Sends draft report to the Office of Management and Budget (OMB) and requests relevant budget data for the previous fiscal year.		
6.9	Printing and Design Branch	When budget data arrives from OMB, adds to laid-out report.		
6.10	Policy Analyst	Collects all the relevant ADS concurrences and asks Code CIC to get the Administrator's signature on the cover letter to the president.		
6.11	Policy Analyst	Sends the signed letter along with 10 copies of the report to the White House Executive Clerk's Office.		
6.12	Policy Analyst	Once the White House gives approval, gives the report and its distribution list to the printing specialist to have the report printed and distributed.		
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7. **Quality Records**

Record Identification	Owner	Location	Record Media: Electron ic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Information request letter	Policy Analyst	History Office	Hard Copy	1.28	Destroy when 5 years old.
Draft Report	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.
Approved Report with Administrat	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.

APPENDIX: [None]